



COMMISSION MEMBERS:
DOROTHY R. FAIT, *Chairperson*
AVA S. FEINER, Ph.D.
JULIAN L. LAPIDES
D. BRUCE POOLE
ROBERT F. SCHOLZ

STATE ETHICS COMMISSION

9 STATE CIRCLE, SUITE 200
ANNAPOLIS, MARYLAND 21401
410-974-2068
Toll Free 1-877-669-6085
FAX: 410-974-2418

SUZANNE S. FOX
Executive Director
ROBERT A. HAHN
General Counsel
JENNIFER K. ALLGAIR
Staff Counsel
JILL B. MARTIN
Assistant Counsel

THE ETHICS LAW APPLIES TO ALL STATE EMPLOYEES

The Conflicts of Interest provisions of the Public Ethics Law, Maryland Code Annotated, State Government Article, Title 15, Subtitle 5, apply to ALL State employees, regardless of grade or years of service. You should read and become familiar with the following provisions that govern the behavior of all State employees as a violation of any of these principles may result in disciplinary action that could result in termination from State employment. If you have any question, please call the State Ethics Commission, 410-974-2068 or refer to our web site, <http://ethics.gov.state.md.us>.

1. An employee, in his or her State employment capacity, may not participate in a matter in which he or she, certain relatives (spouse, father, mother, sister, brother, or child), or entities in which he or she has an interest. Interest is defined to mean any legal or equitable economic interest however owned.
2. An employee may not participate in a matter involving a business entity in which he or she or certain relatives (spouse, father, mother, sister, brother, or child) may have employment, prospective employment, contractual or creditor relationships.
3. An employee may not have financial interests in or be employed by an entity subject to the authority of the agency with which he or she is affiliated. Employment includes being a member of a private board of directors having a relationship with the employee's agency, even if there is no compensation paid to the employee for participation on the board of directors.
4. An employee may not have a financial interest in, or be employed by, an entity having or negotiating a contract with the agency with which the employee is affiliated. Employment includes membership on a private board of directors having such a relationship, even if there is no compensation for membership on the board of directors.
5. An employee may not hold any secondary employment relationship that would impair the employee's impartiality and independence of judgment.
6. An employee may not intentionally use the prestige of the employee's office for his or her own private gain or that of another.



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7. An employee whose duties include matters substantially relating to the subject matter of any contract with the State, while a State employee, may not become an employee of the party contracting with the State.

8. An employee may not assist or represent any party for contingent compensation in any matter involving any State agency except in a Judicial or quasi-Judicial proceeding. An employee of the Judicial branch may not represent any party before a court or agency of the Judicial branch.

9. A former State employee may not assist or represent any one, for compensation, other than the State in a case, contract, or other specific matter involving the State, if that matter is one in which the employee significantly participated as a State employee.

10. A State employee may not solicit any gifts, and may not knowingly accept any gift, directly or indirectly, from any person, whom the State employee, knows or has reason to know:

- a. is doing or seeking to business of any kind with the employee's agency;
 - b. is engaged in activities that are regulated or controlled by the employee's agency;
 - c. has financial interests that may be substantially affected in a specific way by the employee;
- or
- d. is a lobbyist with respect to the matters within the employee's functional jurisdiction.

11. A State employee may not disclose or use for the employee's own economic benefit, or that of another, confidential information acquired by reason of the employee's public position.

12. Persons or entities that assist the State in the preparation of procurement specifications may not be employed by or assist a bidder in that procurement.

I have read and understand this document regarding the Public Ethics Law, and I agree to abide by the provisions summarized above. I understand that this is a general summary only and should not be relied upon as a substitute for the Law itself. More information on each provision is available on the State Ethics Commission's web site, <http://ethics.gov.state.md.us>.

Date

Signature of Employee